

THE WHITE HOUSE  
WASHINGTON

March 23, 1955

MEMORANDUM FOR THE SPECIAL ASSISTANTS FOR CABINET  
COORDINATION

Attached as specified in Item 4 of the Sub-Cabinet Record of Action SRA - 2 of March 12 is a suggested format which those designated as Committee Management Officers should use in accomplishing the internal inventory of departmental, interdepartmental and public advisory committees (cf. approved paper SCP - 1/1, March 12, 1955).

With respect to information concerning interdepartmental committees, it is suggested that for each the chairing Department prepare the information requested in the attached format, with the understanding that Member Departments or others concerned can add supplementary comments (e.g. in Question 10) as they deem appropriate.

The Cabinet Secretariat will assume the responsibility of making special arrangements for the inventory of committees chaired in the White House (e.g. the Cabinet itself, the NSC and its sub-groups, the Council on Foreign Economic Policy and its sub-groups, and certain others). The Executive Officer of the Operations Coordinating Board will assume the responsibility of preparing the required information concerning all OCB working groups or panels.

Attention is directed to the target dates specified in SCP - 1/1:

April 1 to designate the respective Committee  
Management Officers;

May 27 to complete this first overall inventory;

June 30 to report "simplification" actions taken.

Thereafter, it should be emphasized, the committee management program is to be continuing -- each Committee Management Officer keeping his inventory up to date and reviewing it periodically to ascertain what new recommendations need to be made to his Department Head to achieve the objectives in SCP - 1/1.

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Mr. Arnold Miles of the Bureau of the Budget, Mr. Patterson or I will be available for consultation or advice.

*Maxwell M. Rabb*

Maxwell M. Rabb  
Secretary to the Cabinet

**Attachment:**

**Format for Information  
concerning Departmental,  
Interdepartmental and  
Public Advisory Committees.**